

CONDITIONAL USE PERMIT APPLICATION



Department of Planning, Building and Code Enforcement

STEPHEN M. HAASE, DIRECTOR

Planning Division Customers:

Re: Permit Information Update

Thank you for making an investment in San Jose with this development application. The City prides itself on being a leader in Smart Growth, but recognizes that much of that good work is the result of private investment choices made by each of our applicants to locate in San Jose. One of our goals is to help you succeed in your business, so that you can help us with our business.

San Jose's development process is based on our San Jose 2020 General Plan, supplemented by the Zoning Ordinance, and City Council adopted design guidelines and policies. Many of these documents can be found online at our web site listed below. Our staff utilizes these policies to ensure your application is promptly reviewed in a comprehensive manner with the goal of "no surprises" later in the process. Several changes are being made to the way we process development applications filed with the City, with the goal of continuously improving our customer service and overall process.

Processing Time Targets

The City has worked with the development community to establish processing time targets (attached) for many of our applications. These targets are intended to set expectations for City staff and our applicants of how long a given process should take. One important lesson we have learned is that responsive applicants keep their projects moving more successfully through the process. We will manage your project(s) according to these established targets.

If your project does not fit into these general targets we will work with you to identify the best course of action. For example, if your project requires more than a second cycle of plan review, we will schedule a meeting with you and your consultants to discuss the best way to keep the project moving consistent with the standard timelines.

As part of managing the schedule for your project, it is important to understand the overall discretionary review process and relevant milestones, public outreach, and the required environmental review. We will assist you with all aspects of your project, such as coordinating and scheduling a community meeting when one is necessary, or working with you to address the scope and specifics of complicated environmental issues.

Working With Your Project Manager

To provide you the best possible customer service, a project manager has been assigned as your key point of contact in the City's processing of your application. The project manager is responsible for managing your schedule, scheduling meetings, and providing feedback to you and

your design team regarding the various components of your project. In addition, the project manager will facilitate the resolution of key project issues to ensure you get the best possible information and decisions from all City departments in a timely manner. Your project manager has access to department management and upon your request will coordinate the necessary team meetings and decision-making to keep your project moving. This relationship is an important partnership to ensure good communication and a predictable development process – feel free to contact your project manager at any time.

Development Fee Program

One of the outcomes of the review of processing times and the budget for the development fee programs this fiscal year was the reconsideration of our fee structure which was previously set on a flat rate basis. The development review program in San Jose is paid for with the fees collected with application submittals. These fees pay for the City staff working on development projects. As a result of our budget review and working with the development community, a greater effort was made to ensure that fees collected reflect the level of work commensurate with specific classes of projects.

The fees paid for specific development applications now come with general limits of service that staff can provide. For a typical development application, the application fees pay for two cycles of plan review, one community meeting, and an application period not to exceed six months. We have also added surcharges to our fee schedule for those instances where a specific application cannot stay within these general limits. This provision ensures that the standard fee program is not predicated on those unusual projects. Examples of the surcharges now include fees for additional community meetings, additional plan review cycles, and on-file time extensions beyond the standard six months. Previously, our cost recovery efforts related primarily to expenses we incurred in re-noticing applications.

Conclusion

It is important to understand that the development review process works best when there is a partnership between the City and our customers to resolve project issues. While it is occasionally appropriate to agree to disagree, we will work diligently to find solutions that meet your needs so that the City's long-term goals are achieved. My Senior and Principal Planners are always available to help you, and can be reached at (408) 277-4576.

If you have questions about the development review process, need help to resolve an issue, or have comments about how we are doing, please feel free to give me a call. And please take the time to fill out the survey forms that you will receive at the conclusion of the process. Your comments and feedback help us improve the way we do our jobs, particularly our service to customers.

Joe Horwedel
Deputy Director of Planning
(408) 277-5184
Joseph.Horwedel@sanjoseca.gov
Web <http://www.sanjoseca.gov>

Project Processing Timeline Goals

<p>30 Days or Less (Assumes Exempt or reuse for CEQA) Dead tree removal approval (TR) Lot Line Adjustment (AT) Sign permits (AD) Single Family House Permit, Category I (SF) Time Extensions (AD)</p>	<p>60 Days or Less (assumes Exempt or reuse for CEQA) Commercial / retail site modifications (H) Historic Preservation Permit (HP) Industrial site modifications (H) Office site modifications (H) Residential addition or conversion (CP) Single Family House Permit, Category II (no council approval) (SF) Time Extension (H, CP, PD, T) Tree Removal no arborist report req'd (TR) Utility Structures (AP)</p>
<p>90 Days or Less (assumes Exempt or reuse for CEQA) Church, school, child care - minor additions, conversions, reuse (CP) Commercial, Industrial w/o significant site issues (PDC, H, CP) Historic Landmark Nomination Off-sale alcohol Exception (CP) Rezoning Conventional Districts (C) SFDR permit and subdivision (PD, PT, T) Single Family House Permit, Category III (council approval) (SF) Tentative Map (T) Tree Removal w/ arborist report req'd & illegal removals (TR) Variance (V)</p>	<p>120 Days or Less (assumes Exempt, reuse or ND for CEQA) Car Dealership (CP) Gas Stations (CP) High Density Residential (3 stories or less) permit and subdivision (PD, PT, T) Historic Landmark Preservation Agreement Hotels / motels less than 100 rooms (H, PD) Industrial / retail minor additions (H) Nightclub / Bar (CP) Residential zoning less than 200 units (PDC) Small Churches, Child Care (CP)</p>
<p>180 Days or Less (assumes ND for CEQA) High Density Residential (> 3 stories) permit and subdivision (PD, PT, T) Hillside development (PDC, PD) Hotels / motels more than 100 rooms (H, PD)</p>	<p>180 Days or More (assumes EIR or Complex ND for CEQA) Any project requiring preparation of and EIR Commercial, Industrial w/ significant site issues (PDC, H, CP) Large Public / Quasi Public uses (PDC, CP) Residential zoning greater than 200 units (PDC)</p>
<p>Project Milestone Processing Goals</p> <ul style="list-style-type: none"> • Comments for major applications sent in 30 days -- 95% • Comments for other applications sent in 30 days -- 70% • 2nd Round Comments for major projects sent 2 weeks --75% • Draft Permit to applicant 1 week prior to hearing -- 95% • Permit signed within 3 days of hearing -- 95% • Projects with 2 or fewer reviews to hearing -- 90% 	

INSTRUCTIONS FOR FILING A CONDITIONAL USE PERMIT/AMENDMENT

INSTRUCTIONS

Please prepare the plans, forms and other required information listed below and return them, by appointment, to the Planning Divisions of the Department of Planning, Building and Code Enforcement. Applications will only be accepted for processing if they are complete.

1. **Completed Application Forms.** A separate application shall be filed for each site. Each application shall be signed by all owners of the real property included in the site or by a person having the lawful power of attorney therefore or by a qualified tenant. The application may designate an agent who has full authority to act on behalf of the applicant, except that the agent may not sign the application, acceptance or withdrawal. **Original signatures** are required. A qualified tenant means the exclusive tenant of the entire site and parcel subject to the application, under a recorded lease, which has a remaining term of five or more years at the time of application. A copy of the recorded lease must be included with this application.
2. **Description of Parcel Property.** A legible, separate legal metes and bounds description on a 20 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on a 20 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the permit area.
3. **County Assessor's Parcel Map.** Provide a copy of the Assessor's Parcel Map (APN) showing the subject property. This map can be obtained from the County Assessor's Office at 70 West Hedding Street, 5th Floor, San Jose, CA or from the Planning Division, City Hall, Room 400.
4. **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
5. **Development Plan Sets.** Submit seven (7) plan sets that include:
 - Title Sheet
 - Site Plan
 - Grading and Drainage Plan
 - Elevations, architectural details, etc.
 - Landscape Plan

Plus an additional seven (7) Site Plans and **one (1) legible black line plan set, reduced 11" x 17"**. A description of the Development Plan Set requirements is included in these instructions.

6. **Environmental Review.** A complete application for the appropriate environmental document or some evidence that environmental review has been completed for this project.
7. **HUD Federal Funding and Environmental Compliance with the National Environmental Policy Act (NEPA).** Compliance with the National Environmental Policy Act (NEPA) is required for all projects anticipating the use of federal funding from the Department of Housing and Urban Development (HUD), for any portion of the project. Additional review, reports, and/or referrals may be necessary. Additional fees will be required for projects not funded by the Community Development Block Grant (CDBG) program. Please contact the Environmental Review Team Principal or Senior Planner for more information at 408.277.4576.
8. **Fees.** An application fee, associated Public Noticing fee(s), and the appropriate Environmental application fees are due at the time of filing (see fee schedule). Checks are made payable to the "City of San Jose".

Please call our Appointment Desk at (408) 277-8820 for an application appointment.

DEVELOPMENT PLAN SET

The Development Plan Set shall set forth, show and delineate the following:

1. All sheets shall be of uniform size – 24" x 36" is the maximum sheet size (sheets of larger size shall require prior approval before filling the application).
2. All sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.
3. All sheets shall be dated and adequate space provided for dates and nature of all revisions.

Sheet No. 1. Title sheet:

- a. Name of project and description of proposed use
- b. Listing of any prior development permits issued for the subject site
- c. Table of contents listing all plan set sheets, their content and page number

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

INSTRUCTIONS FOR FILING A CONDITIONAL USE PERMIT/AMENDMENT

Sheet No. 2. Site Plan: (drawn to scale) (may require more than one sheet labeled "Site Plan" to include the information listed below):

- a. Location map and Assessor's Parcel Number(s)
- b. Statement and tables:
 - Total acres of subject property (net and gross)
 - Total number of dwelling units
 - Total existing and proposed gross square footage of floor space for each non-residential use
 - Total existing and proposed net square footage of floor space (205% of gross) for each non-residential use
 - Total number of existing and proposed off-street parking and loading spaces
 - Percentage of proposed site coverage for buildings, off-street parking and loading, and landscaping
 - Residential density (number of dwelling units per acre)
- c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of property lines
- d. Dimensions of subject property and all existing lot lines
- e. All existing and proposed buildings, structures and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the site plan)
- f. Proposed off-street parking, loading, and circulation areas
- g. All existing and proposed public and private easements for utility, drainage, sewer, parking, access and other purposes, and all easements on surrounding properties benefiting the subject property
- h. Fully dimensioned public right-of-way improvements for both sides of adjacent streets showing accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street tress, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways on opposite street frontages, bus stops, drainage inlets and manholes
- i. Cross-sections of the full right of way for all existing and proposed public and private streets, and driveways, each fully dimensioned
- j. Location of existing and proposed on-site lighting fixtures
- k. Name(s) of creek(s) and/or stream(s) should be clearly labeled on the site plan.

Sheet No. 3. Grading and Drainage Plan:

- a. Topography with pad elevations for the site and all property within 50 feet
- b. Existing trees, specifying size, species, condition and disposition
- c. All existing and proposed retaining walls, swales and inlets

- d. All existing and proposed contours, including slopes and identification of Top of Curb (TOC), Top of Wall (TOW), Base of Wall (BOW), invert and grate elevations
- e. Section through the property to include adjoining properties, showing the grading and soundwall/fence at the property line
- f. Drainage flows and overland release flows
- g. Details of retaining walls, swales and drainage structures
- h. Paving materials

Sheet No. 3a Stormwater Control Plan:

(For all Group 1 or Major Projects creating or replacing one acre or more of impervious surface)

- a. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.
- b. Specify soil type(s).
- c. Specify depth to groundwater.
- d. 100-year flood elevation.
- e. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.
- f. Separate drainage areas depending on complexity of drainage network. For each drainage area, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc) and area of each.
- g. Location, size, and identification (including description), of types of water quality treatment control measures such as swales, detention basins, infiltration trenches, etc.
- h. Details of all proposed water quality treatment control measures.
- i. Location, size and identification of proposed landscaping/plant material.
- j. Ensure consistency with Grading and Drainage Plan and Landscape Plan.
- k. Supplemental Report :
 1. Calculations illustrating water quality treatment control measures meet numerical standards set forth in Post-Construction Urban Runoff Management Policy No. 6-29.
 2. Name and location of receiving water body.
 3. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.
 4. Water quality Treatment Control Measure maintenance requirements.
 5. Licensed certification that the specified Treatment Control Measures meet the requirements in Post-Construction Urban Runoff Management Policy No. 6-29.

Sheet No. 4. Building Elevations:

- a. Dimensioned elevations of all exterior walls (Photographs may be substituted for existing elevations to remain unchanged)

- b. Type of roof, wall and trim materials, colors and textures
- c. Attached and detached sign details, designs and locations
- d. Changes or additions to existing buildings or materials clearly identified

Sheet No. 5. Floor Plan:

- a. Total gross floor area
- b. Total square footage of leasable floor area (i.e. 205% of gross)

Sheet No. 6. Landscape Plan:

- a. All areas to be landscaped, whether maintenance is to be public or private (Public maintenance areas are subject to City Standards and must be included in improvement plans for a Public Works Clearance)
- b. Location, size and identification of each tree, shrub, ground cover and other landscape feature

- c. All property lines and street names
- d. Location of existing and proposed walks, driveways, fences, pools, ponds, water features, retaining walls
- e. Typical details of spray, ground cover, shrub, and tree irrigation installations
- f. Standards for class of irrigation pipe, depth of pipe and backflow preventers

Note: A conceptual irrigation plan is required for many projects once the site layout is resolved. Refer to the City of San Jose Landscape and Irrigation Guidelines for required details.

Sheet No. 7. Details:

- a. Details for proposed fences, walls, trash enclosures, roof equipment screening and lighting
- b. Details for any atypical building features

ADDITIONAL INSTRUCTIONS FOR OFF-SALE¹ OF ALCOHOLIC BEVERAGES

INSTRUCTIONS

A Conditional Use permit is required for the sale of packaged liquor in the CP, CN, CG, DC and DC-NT1 zoning districts. If you are proposing to develop a commercial use such as a liquor store, grocery store, drug or convenience store that will include the off-sale of packaged alcoholic beverages you must follow the instructions on this page. This applies to new outlets that sell packaged liquor and to existing outlets that relocating to another site (even within the same commercial center).

1. **Distance Requirement.** City Regulations limit the location of new off-sale alcohol sales. It is therefore required that measurements be made between **your** proposed site and the following land uses:

- All other establishments that sell alcoholic beverages, within or outside the City, within 500 feet of the proposed site.
- All elementary, middle or high schools, colleges or universities, within 500 feet of the proposed site.
- All residentially zoned property, within 150 feet of the proposed site.

Your measurements should be taken **building to building** using the outside walls of the building. The one exception is for residentially zoned property where the measurement should be taken from proposed building to the residential **property line**. If the proposal is located in a commercial center or other tenant building, use the outside tenant wall to calculate the distance requirement.

2. **Affidavit.** Complete the affidavit below. If you answer yes to any of the questions asked in the affidavit, special findings will be required to support your project.

3. **No New Construction.** If you are applying for a Conditional Use Permit to sell alcoholic beverages in an existing building and no new construction or additional square footage will be added, you may prepare the following aerial photograph in lieu of the Development Plan Set requirement (requirement number 5 on the first page of instructions).

Seven copies of an aerial photograph² 24" x 36", showing the site in the center of the photograph and the following information:

- a. Label the aerial photograph as Site Plan.
- b. Clearly outline and identify the site.
- c. Clearly describe the proposed use on the aerial site plan, such as liquor store, grocery store, etc.
- d. Name each surrounding street.
- e. Label all land uses within 500 feet of the site, especially the following land uses:
 - All schools, both public and private
 - All residential uses.
 - Other commercial uses that sell alcohol, on- or off-sale. Please be specific as to land use, such as bar, restaurant, grocery store, etc.
- f. If the proposal is part of a multi-tenant building, identify the uses of **each tenant space**.
- g. Identify the type and number of Alcoholic Beverage License to be obtained on the aerial site plan.
- h. Be sure to include a north arrow and the scale of the aerial site plan.

Prior to public hearing additional copies of the aerial photograph may be required.

AFFIDAVIT

THE UNDERSIGNED HEREBY DECLARES THAT THE FOLLOWING IS TRUE AND CORRECT:	
1. Is your proposed location for off-sale alcohol use within 500 feet of another such off-sale alcohol location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is your proposed location for off-sale use within 500 feet of any elementary, middle or high school, college or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is your proposed location for off-sale alcohol use within 150 feet of any residential zoned property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OWNER'S NAME (Please Print)	
OWNER'S SIGNATURE X	DATE
OWNER'S NAME (Please Print)	
OWNER'S SIGNATURE X	DATE
OWNER'S NAME (Please Print)	
OWNER'S SIGNATURE X	DATE
OWNER'S NAME (Please Print)	
OWNER'S SIGNATURE X	DATE

1. "Off-sale" means the sale to consumers of alcoholic beverages in original, unopened packages for consumption off the premises where sold.

2. For information on obtaining an aerial photograph of your site contact the San Jose Blueprint at 295-5770.

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

CONDITIONAL USE PERMIT/AMENDMENT APPLICATION

TO BE COMPLETED BY PLANNING STAFF				
FILE NUMBER CP				RECEIPT #: _____
PROJECT LOCATION				AMOUNT: _____
ZONING	GP DESIGNATION	QUAD	COUNCIL DISTRICT	DATE: _____
				BY: _____
TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)				
Pursuant to the Provisions of Part 6 of Chapter 20.100 of the San Jose Municipal Code, application is made to request a:				
CHECK ONE BOX				
<input type="checkbox"/> CONDITIONAL USE PERMIT <input type="checkbox"/> AMENDMENT TO A CONDITIONAL USE PERMIT				
PREVIOUS CUP PERMIT FILE NUMBER CP _____				
FOR THE PROPERTY LOCATED AT:				
ASSESSOR'S PARCEL NUMBER(S) (APN)		GROSS ACREAGE	NET ACREAGE	
<p>DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING? <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>PLEASE INDICATE WHETHER USE OF HUD FUNDING IS ANTICIPATED, FOR THE PROPOSED PROJECT.</p> <p style="text-align: center;"><input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>If yes, indicate type of funding (i.e. CDBG Grant, HOME Investment Partnership Program, Section 108 Loan Guarantee, etc.), funding amount, whether awarded (if known) or application is pending, and fiscal year of award or application request.</p> <p>_____</p> <p>PLEASE NOTE: Projects involving 1) acquisition of real property involving a change of use, or 2) new construction may require an Environmental Assessment (EA). Concurrent environmental review per the California Environmental Quality Act (CEQA) is also required. The obtainment of a qualified environmental consultant to provide documentation services (i.e. a combined Initial Study/EA) is strongly recommended.</p>				
EXISTING USE OF PROPERTY			ESTIMATED DATE OF OCCUPANCY (month/year)	
PROPOSED USE OF PROPERTY OR SUBJECT OF AMENDMENT				
IF PROPOSAL IS RESIDENTIAL - NUMBER OF UNITS			IF PROPOSAL IS NON-RESIDENTIAL - NEW GROSS BUILDING SQUARE FOOTAGE	
<p style="text-align: center;">THE FOLLOWING EXHIBITS ARE ATTACHED HERETO AND MADE A PART THEREOF BY REFERENCE.</p> <p><input type="checkbox"/> A LEGAL DESCRIPTION OF SUBJECT PROPERTY - EXHIBIT A</p> <p><input type="checkbox"/> THE COMPLETE DEVELOPMENT PLAN SET FOR THE SUBJECT PROPERTY, ENTITLED</p> <p>DATED / / AND LAST REVISED / / ,</p> <p>CONSISTING OF _____ SHEETS</p>				

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

AFFIDAVIT OF OWNERSHIP

THE UNDERSIGNED HEREBY DECLARE THAT THE FOLLOWING IS TRUE AND CORRECT:

1. The undersigned are all the owners of all the property described in Exhibit A - Legal Description of Subject Property, or tenants of the entire subject site with a recorded lease and a term remaining of at least five years.
2. The development plans a part of this application show the exact location, size, and use of all easements on the subject site and all easement on surrounding properties benefiting the subject property.
3. If there are any existing active or deactivated water wells on your property, they must be shown on your plans. The property which is the subject of this application:

_____ does contain existing active or deactivated water wells and they are shown on the plans accompanying this application

_____ does not contain existing active or deactivated water wells.

4. In conformance with Section 65962.5 of the California Government Code, and as owner(s) of the property referenced below, I(we) hereby certify that I(we) have reviewed the list of Hazardous Waste and Substance Sites within the City of San Jose, as compiled by the State Office of Planning and Research. The property which is the subject of the above-referenced application is _____ is not _____ included on said list.

If included on the List, the listed item reads as follows:

THE UNDERSIGNED HEREBY DECLARE THAT THEY UNDERSTAND THE FOLLOWING APPLIES TO THEIR PROJECT:

5. **Notice to Applicants regarding effect of Wastewater treatment capacity on land development approvals.** Part 2.75 of Chapter 15.12 of the San Jose Municipal Codes requires that an applicant acknowledge the effect of Wastewater treatment capacity on Land development approvals at the time of application. As owner (s) of the property subject to this development application, I(we) hereby acknowledge the requirements of the Municipal Code, as stated below, and understand that these requirements will apply to the development permit for which I(we) am(are) applying.

Pursuant to Part 2.75 of Chapter 15.12 of the San Jose Municipal Code, no vested right to a building permit shall accrue as the result of the granting of any land development approvals and applications when and if the City Manager makes a determination that the cumulative sewage treatment demand on the San Jose-Santa Clara Water Pollution Control Plant represented by approved land uses in the area served by said Plant will cause the total sewage treatment demand to meet or exceed the capacity of the San Jose-Santa Clara Water Pollution Control to treat such sewage adequately and within the discharge standards imposed on the City by the State of California Regional Water Quality Control Board for the San Francisco Bay Region. Substantive conditions designed to decrease sanitary sewage associated with any land use approval may be imposed by the approving authority.

PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS	CITY	STATE	ZIP CODE
NAME OF FIRM, IF APPLICABLE		TITLE OR OTHER OFFICIAL CAPACITY*	
SIGNATURE (PRINT NAME IF DIFFERENT THAN THE ABOVE PROPERTY OWNER)			DATE
* PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC...			
IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE USE THE FOLLOWING PAGE TO PROVIDE THE ABOVE INFORMATION.			

AFFIDAVIT OF OWNERSHIP

(ONLY FOR ADDITIONAL PROPERTY OWNERS)

THE UNDERSIGNED HEREBY DECLARE THAT ITEMS 1 THROUGH 4 ON PAGE 2 OF THIS APPLICATION ARE TRUE AND CORRECT, AND DECLARE THAT THEY UNDERSTAND THAT ITEM 5 ON PAGE 2 OF THIS APPLICATION APPLIES TO THEIR PROJECT:

PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS		CITY	STATE ZIP CODE
NAME OF FIRM, IF APPLICABLE		TITLE OR OTHER OFFICIAL CAPACITY*	
SIGNATURE		DATE	
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS		CITY	STATE ZIP CODE
NAME OF FIRM, IF APPLICABLE		TITLE OR OTHER OFFICIAL CAPACITY*	
SIGNATURE		DATE	
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS		CITY	STATE ZIP CODE
NAME OF FIRM, IF APPLICABLE		TITLE OR OTHER OFFICIAL CAPACITY*	
SIGNATURE		DATE	
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS		CITY	STATE ZIP CODE
NAME OF FIRM, IF APPLICABLE		TITLE OR OTHER OFFICIAL CAPACITY*	
SIGNATURE		DATE	

* PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC...

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE ATTACH A SEPARATE COPIES OF THIS PAGE TO PROVIDE THE ABOVE INFORMATION.

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

CONTACT PERSON			
That for the purpose of processing and coordination of this application, the following person is my (our) designated representative/contact person:			
PRINT NAME OF CONTACT PERSON		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	
PROJECT DEVELOPER			
PRINT NAME OF PROJECT DEVELOPER (IF DIFFERENT THAN OWNER)		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	
ARCHITECT and ENGINEER			
PRINT NAME OF ARCHITECT		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	
PRINT NAME OF ENGINEER		NAME OF FIRM, IF APPLICABLE	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	

NOTICE TO APPLICANT: *Do not complete* this form. Present at time of application. Your application will be accepted ***only*** if ***all*** items are included in correct form and numbers. Please be advised, however, that the items on this check sheet do not necessarily constitute a complete application. Additional items may be required to complete the review of your project.

FILENUMBER		STAFF	DATE RECEIVED
REQUIRED COPIES	DOCUMENTS		
1	APPLICATION FORM correctly filled out <ul style="list-style-type: none"> <input type="checkbox"/> Applicant(s) - listed as owner(s) or qualified tenants of subject property <input type="checkbox"/> Signature(s) of owner(s) listed above <input type="checkbox"/> Contact Person identified <input type="checkbox"/> Architects, Engineers and Developers identified <input type="checkbox"/> Affidavit Page signed by owner(s) 		
1	LEGAL DESCRIPTION <ul style="list-style-type: none"> <input type="checkbox"/> Single metes and bounds description of entire property or <input type="checkbox"/> Lot and tract number from recorded subdivision map, and copy of said tract map <input type="checkbox"/> Plot map of delineating the Permit Area (20 1/2" x 11") 		
1	<input type="checkbox"/> COUNTY ASSESSOR'S PARCEL MAP		
7 sets 7 extra 1	DEVELOPMENT PLAN (consult application instructions for specific requirements) <ul style="list-style-type: none"> <input type="checkbox"/> Attached in sets in correct order <ul style="list-style-type: none"> <input type="checkbox"/> Title Sheet <input type="checkbox"/> Site Plan <input type="checkbox"/> Grading and drainage <input type="checkbox"/> Floor plans <input type="checkbox"/> Building Elevations <input type="checkbox"/> Landscape plan <input type="checkbox"/> Details <input type="checkbox"/> Legible black line plan set, reduced 11" x 17" 		
5 1	ENVIRONMENTAL REVIEW <ul style="list-style-type: none"> <input type="checkbox"/> Draft EIR or <input type="checkbox"/> Completed Application for Environmental Clearance which includes: <ul style="list-style-type: none"> <input type="checkbox"/> Photographs <input type="checkbox"/> Vicinity and location maps <input type="checkbox"/> Signed disclosure forms <input type="checkbox"/> Request for Environmental Exemption or <input type="checkbox"/> Some evidence that environmental review has been completed 		
	FEES <ul style="list-style-type: none"> <input type="checkbox"/> Application Fees <input type="checkbox"/> Environmental Fees <input type="checkbox"/> Public Noticing Fee <input type="checkbox"/> Additional Charges <input type="checkbox"/> Record Retention Fees 		

ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

The California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB), requires that the City of San Jose demonstrate compliance with the National Pollution Discharge Elimination System (NPDES) Permit issued to the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

In order to comply with the NPDES Permit requirements, the City of San Jose must provide the RWQCB with the following information requested below. Thank you for your cooperation in compliance.

INSTRUCTIONS

What Projects Apply?

All applicants creating, adding, or replacing **5,000 square feet or more of impervious surface*** on the project site must fill out the following information and submit it along with their application for a Planning permit to the Department of Planning, Building and Code Enforcement, Room 400, City Hall, 801 North First Street, San Jose.

What is an Impervious Surface?

An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include rooftops, paved or covered patios, driveways, parking lots, paved walkways, and streets.

For more information on the selection of Best Management Practices for stormwater pollution prevention, please refer to ***Start at the Source*** by BASMAA and ***the Guidance Manual on Selection of Stormwater Quality Control Measures***. These documents are available for purchase in the Department of Planning, Building and Code Enforcement at Room 400, City Hall, 801 North First Street, San Jose. You may also contact Bill Scott at: bill.scott@sanjoseca.gov or (408) 277-4576.

* DO NOT INCLUDE routine maintenance work such as reroofing, or resurfacing of existing paved areas, in the calculation of impervious surface.

TO BE COMPLETED BY PLANNING DIVISION STAFF			
PROJECT FILE NO.:			
TO BE COMPLETED BY APPLICANT			
PROJECT DESCRIPTION		PROJECT LOCATION	
ASSESSOR'S PARCEL NUMBER(S):			
APPLICANT NAME (please print)		DAYTIME TELEPHONE NO: ()	
PROJECT TYPE (Check all that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural </div> <div> <input type="checkbox"/> Commercial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Other _____ </div> </div>		EXISTING USES ON SITE: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural </div> <div> <input type="checkbox"/> Commercial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Other _____ </div> </div>	

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

Conditional Use Permit.pm65/Applications Rev. 1/28/2005

ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

PROJECT SIZE:

- a. Site size: _____ sq. ft.
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): _____ sq. ft.
- c. Impervious surface area created, added, or replaced: _____ sq. ft.
- d. Total impervious surface area (new + existing): _____ sq. ft.
- e. Percent increase/replacement of impervious surface area (i.e. c/b multiplied by 100: _____ %
Estimated area of land disturbance during construction: _____ sq. ft.
(including clearing, grading, or excavating).

HAZARDOUS MATERIALS:

- Will or have hazardous materials been used or stored on site? ☐ Yes ☐ No
- a. If yes, please provide list and quantity of materials and note previous location and proposed location on site plan:

- b. If required, has a Hazardous Materials Management Plan been approved for the site? ☐ Yes ☐ No

TYPES OF STORMWATER CONTROL MEASURES: proposed with project (please refer to item below and check all that apply):

- ☐ Stormwater Treatment ☐ Source Control ☐ Site Design

SPECIFIC STORMWATER CONTROL MEASURES (Check all that apply):

Storm water Treatment	Source Controls	Site Design
<input type="checkbox"/> Biofilter (veg. swale/strip) <input type="checkbox"/> Detention basin (dry) <input type="checkbox"/> Detention pond (wet) <input type="checkbox"/> Underground detention <input type="checkbox"/> Media filter (sand, organic matter, bioretention) <input type="checkbox"/> Hydrodynamic device (commercially available in-line treatment unit) <input type="checkbox"/> Infiltration trench <input type="checkbox"/> Porous pavement <input type="checkbox"/> Wetland basin <input type="checkbox"/> Wetland channel <input type="checkbox"/> Inlet filter <input type="checkbox"/> Other _____	<input type="checkbox"/> Wash area/racks, drain to sanitary sewer <input type="checkbox"/> Covered dumpster area, drain to sanitary sewer <input type="checkbox"/> Swimming pool drain to sanitary sewer <input type="checkbox"/> Beneficial landscaping (minimizes irrigation, runoff, pesticides and fertilizers; promotes stormwater treatment) <input type="checkbox"/> Outdoor material storage protection <input type="checkbox"/> Covers and drains for loading docks, maintenance bays, and fueling areas <input type="checkbox"/> Maintenance (street sweeping, catch basin cleaning, etc.) <input type="checkbox"/> Other _____	<input type="checkbox"/> Minimize land disturbance <input type="checkbox"/> Minimize impervious surfaces <input type="checkbox"/> Minimum impact street or parking lot design <input type="checkbox"/> Cluster structures/pavement <input type="checkbox"/> Disconnect downspouts (make sure they don't drain on to paved areas) <input type="checkbox"/> Pervious driveway design <input type="checkbox"/> Microdetention in landscape <input type="checkbox"/> Preserve open space <input type="checkbox"/> Protect riparian and wetland areas, riparian buffers <input type="checkbox"/> Other _____

PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.

Conditional Use Permit.pm65/Applications Rev. 1/28/2005